

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION PPM-AM/Office of Asset Management	
WORKING TITLE Assistant Asset Coordinator	POSITION NUMBER 910-100-3135-xxx	REVISION DATE 05/29/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the general direction of the Asset Management Branch Chief (a Senior Transportation Engineer), the incumbent performs a wide variety of transportation related works involving the District 10 Asset Management Program. Assists in developing and maintaining the District Ten-Year SHOPP Plan. Coordinates with various district and HQ programs to initiate projects to be included into the District SHOPP Ten-Year Plan. Develops conceptual cost estimates and project initiation proposals (PIP). Represents the district Asset Management Branch as part of project development team to review project initiation reports, project reports, PS&E packages and provide guidance related to asset management.

**CORE COMPETENCIES:**

As a Transportation Engineer (Civil), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	As part of the Project Development Team (PDT) in the PID Phase, reviews Pre-PID documents and works with PDT to develop scope, schedule and cost for the Project Initiation Document. Evaluates project scope and balances asset performance targets, tracks project capital and support costs to balance the Ten-Year and Four-Year State Highway Operation and Protection Program (SHOPP) plans. Works with program advisors to evaluate changes in scope are in alignment with the State Highway System Management Plan (SHSMP). Works with Asset Management team to balance fiscal year project delivery within the SHOPP Cycle and 10 year book. Meets with program advisors to determine changes in project scope. Evaluates project changes and makes recommendations based on SHSMP, CAPTI, and sustainability impacts.
40% E	Assists the Asset Manager in developing the implementation of a District 10 Asset Management Program, including: The establishment of District 10 Asset Management policies, procedures, and databases. Reviews the Ten-Year and Four-Year SHOPP plans from an asset management perspective to provide a holistic approach to coordinate asset inventory and ensure that appropriate maintenance, preservation, and rehabilitation strategies are evaluated utilizing life-cycle cost analysis. Report and maintain performance measurement systems to evaluate the effective utilization of resources for management, maintenance, and improvement of transportation system assets. Reports on asset information as required to internal and external stakeholders. This will require coordination and management of various databases. Works cooperatively with District Maintenance Managers, Superintendents, and Supervisors, as well as Headquarters, District Program Advisors, and Managers and District SHOPP Coordinator to implement strategic plans to address transportation system deficiencies. Works with the Division of Planning and Program/Project Management regarding development and priorities of scoping documents. Ensures that major and minor SHOPP projects are coordinated with the State Transportation Improvement Program (STIP), Major Maintenance and local assistance programs. Coordinates reviews by various District and Region functions and submits a comprehensive District Ten-Year and Four-Year SHOPP Needs and Implementation Plan to District Executive Management and District Director for approval. Tracks overall delivery progress of the approved SHOPP candidates and programmed projects. Facilitates project or program changes as needed.
5% E	Facilitates project development team (PDT) meetings and provides recommendations to solve issues. Captures meeting minutes, documents engineering decisions, and maintains project files. Research as-builts, project history files, encroachment permits, and assist others with field reviews to obtain information needed to complete assignments.
5% M	Perform a variety of general administrative, analytical, and project support tasks related to asset management, consistent with the scope of the classification and the evolving needs of the unit.

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<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Normally this position does not supervise, however the incumbent may be placed in charge or called upon to act as a lead person in the absence of the supervisor. Incumbent may also be called upon to assist with training of newly assigned personnel and student assistants.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possess a valid class C California Driver's License.

Must have a high degree of knowledge of:

- Engineering Principles
- Mathematics and Geometry
- Design Principles
- Computer software including; E-mail, Word, Excel, PowerPoint, File Maker Pro, Microstation, Adobe Acrobat
- Project Development Procedures Manual
- Highway Design Manual

Must have the ability to:

- Make engineering calculations
- Maintain a tracking database of active projects
- Express ideas, situations, plans and decisions clearly, both verbally and in writing
- Prepare PIDs and PIPs.
- Organize documents, ideas, and data when compiling information for management or functional staff
- Be open-minded to all possible solutions to problems
- Handle multiple priorities with minimal direction and prioritize work load to ensure milestones and deadlines are satisfactorily met
- Document information as it relates to specific projects, meeting minutes, phone conversations, e-mail, etc.
- Must communicate professionally with internal/external partners
- The incumbent will be required to participate at project PDT meetings

Analytical Requirements:

- Analyze situations to identify potential conflicts/risks and take effective actions
  - Analyze issues and reach an independent decision to a solution
  - Analyze schedules and provide action plan for meeting deadlines
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible to conform with Caltrans' standards, policies and procedures in completing assignments. Errors could result in waste of employee's time, delay of projects, contract change orders, increased construction costs, and tort liability for the Department. The incumbent is responsible for working independently and exercising initiative in carrying out assigned duties. The incumbent is responsible for his/her actions, decisions, quality of completed work, and proper use of State time, equipment and materials. Improper performance of duties and/or failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

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### PUBLIC AND INTERNAL CONTACTS

This position requires maintaining an effective, cooperative, and professional relationship with Project Managers, District Management, District and Central Region staff, Headquarter Divisions, local agencies and the public. Incumbent must have good telephone and e-mail skills and be able to deal with others in a courteous and professional manner. Contact with other State agencies, local agencies and the public is an essential part of the position.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent will be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. The workload is subject to frequent, substantial, and unexpected changes within a short time period. Must be able to develop and maintain cooperative working relationships with internal/external personnel. The incumbent will be required to drive a company vehicle for field reviews which maybe through mountainous areas and for long periods of time. May be required to speak in front of large groups or represent the unit at various meetings. Employee may be expected to move field equipment weighing up to 50 pounds, occasional bending, stooping, kneeling, walking, and digging while performing field work. Conduct oneself in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service.

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### WORK ENVIRONMENT

The incumbent will work at workstations within shared cubicles primarily in a climate-controlled office under artificial lighting. Building temperatures may fluctuate due to unexpected heating and air conditioning problems.

The incumbent may be required to travel in one-day trips as well as overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather) and various terrain.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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